



your resource for Affordable Housing



Flats at 131 Beverly, MA

Language assistance will be available, at no charge, by appointment. Call 978-456-8388.

Attached is the information regarding the affordable rental units at Flats at 131 in Beverly, Massachusetts. Potential Tenants will not be discriminated against on the basis of race, color, national origin, disability, age, ancestry, children, familial status, genetic information, marital status, public assistance reciprocity, religion, sex, sexual orientation, gender identity, veteran/military status, or any other basis prohibited by law.

Located at 131 Rantoul Street, within walking distance to the Beverly Train Station, the Flats at 131 is a new mixed use development offering 9 affordable one and two apartments for eligible tenants. All units will be distributed by lottery. Surface parking is available for all tenants in the designated tenant parking area at no charge. Each unit includes a washer and dryer. Pets are allowed with monthly pet fees of \$35 for a cat and \$50 for a dog. This is a smoke free building.

The monthly rents are: One Bedroom - \$1,461 and Two Bedroom - \$1,643. All utilities are included in the rent. All affordable units will be distributed by lottery as outlined in the attached package.

These rents are NOT income based. Applicants are responsible for the full rent as stated below. Section 8 or other housing vouchers will be accepted and it is up to you to talk with your Section 8 holder to determine if they will approve the project and accept the rents. All utilities are included in the rent. The minimum income needed to lease a unit without a housing voucher are: \$43,830 for a one-bedroom unit; and \$49,290 for a two-bedroom unit.

Please note: Complete financial documentation is required to participate in the lottery. Included in this package is a list of required documentation. Applications will be logged in at time of receipt only. Applications will be reviewed for eligibility after the application deadline. Incomplete applications will not be included in the lottery and applicants will be notified after the deadline.

OPEN HOUSE

Saturday, April 22, 2017

11:00 a.m. – 1:00 p.m.

***Meet at 116 Rantoul Street to be escorted to 131 Rantoul Street for a tour.
MCO Housing Services will be available for application consultations.***

A Public Information Meeting will be held to answer specific questions and provide an overview of the lottery process. The meeting is scheduled at 6:30 p.m., Tuesday, April 18, 2017 in the Barnet Gallery at the Beverly Public Library, 32 Essex Street. If you have questions and can attend this meeting, please hold them until that time.

The application deadline is May 19, 2017. You must have submitted a complete application postmarked on or before May 19th to be in the lottery. The lottery is scheduled for 6:30 p.m., Thursday, June 8, 2017 in the Barnet Gallery at the Beverly Public Library.



Thank you for your interest in affordable housing at **FLATS AT 131**. We wish you the best of luck. Please contact MCO Housing Services at 978-456-8388 or email us at lotteryinfo@mcohousingservices.com if you have any questions. We encourage you to advise other people or organizations that may be interested in this program and make copies of the relevant information as needed.

Sincerely,

Maureen M. O'Hagan

Maureen M. O'Hagan for Flats at 131 LLC



Flats at 131
Question & Answer

The units will be leased in accordance with policies and guidelines established by the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD).

What are the qualifications required for Prospective Tenants?

- Qualify based on the following maximum income table, which is adjusted for household size:

Household Size	1	2	3	4
Max Gross Allowable Income	\$51,150	\$58,450	\$65,750	\$73,050

LOTTERY APPLICANT QUALIFICATIONS:

1. Household income cannot exceed the above maximum gross allowable income limits.
2. When assets total \$5,000 or less, the actual interest/dividend income received is included in the annual income OR when assets exceed \$5,000, annual income includes the greater of actual income from assets or a .06% imputed income calculation.
3. In addition to income and asset eligibility you will also be subject to a screening by the project and determined eligible based on that basis.
4. Applicants may not own a home and lease an affordable unit.
5. Persons with disabilities will be given first preference for such units regardless of what pool they are in based on the requested bedroom size. Where a person with a disability is awaiting an accessible unit and a unit with adaptive features becomes available, the owner/management agent must offer to adapt the unit.

Are there accessible/adaptable units?

Yes, the building has an elevator and the units are adaptable. One 2-bedroom accessible unit is available. Disabled applicants may request reasonable accommodations or modifications of the housing, when such accommodations or modifications are necessary to afford the disable person equal opportunity to use and enjoy the housing.

Are there preferences for Household Size?

In all cases, preference for the one bedroom units will be for households that require one bedroom. Preference for the two bedrooms will be for households requiring two bedrooms.

Unit size preferences are based on the following:

1. There is a least one occupant per bedroom.
2. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom. Other household members may share but shall not be required to share a bedroom.
3. A person described in the first sentence of (2) shall not be required to share a bedroom if a consequence of sharing would be a severe adverse impact on his or her mental or physical health and the lottery agent receives reliable medical documentation as to such impact of sharing.
4. A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.
5. If the applicant is in the process of a divorce or separation, the applicant must provide proof that the divorces or separation has begun or has been finalized, as set forth in the application.

What happens if my household income exceeds the income limit?

Annually you will be recertified for eligibility. Once your household income exceeds 140% of the maximum allowable income adjusted for household size, then after the end of your current lease you will have the option of staying in your unit and paying the market rent or not renewing your lease.



Lottery Process

Due to the nature of the affordable units' availability it is important for everyone to understand the procedure. Please understand the allowable income guidelines are adjusted based upon your household size. Also be advised that the program and its requirements are subject to changes in local, state or federal regulations.

Lottery Pools

Nine affordable units are available by lottery at Flats at 131 in Beverly. The units will be distributed through one pool. The lottery provides you with an opportunity to lease only and does not guarantee you a unit. The units' breakdown as follows:

Unit Size	# of Units
One Bedroom	6
Two Bedroom	3

All applicants will be pulled at the time of the lottery. This will establish the rankings for the distribution of units. This means if you are a one-person household and by the above definition require a one bedroom unit and are drawn first in the lottery you will be offered a one bedroom unit. If you are a three-person household and by definition require a two-bedroom unit and are drawn first you will be offered a two-bedroom unit.

The lottery rankings determine the first applicants that will have the opportunity to lease. They do not provide the order in which applicants select a unit.

Once the lottery rankings have been determined your information will be forwarded to the Leasing Office for credit and background checks. If the Leasing Office determines you are eligible then you will be offered a unit. You need to be determined eligible by MCO Housing Services and the Leasing Office. If anyone determines you do not meet their eligibility criteria, then you will not be able to lease a unit.

Time Frames

Estimated apartment availability is June 2017.

Acceptance of Units

The lottery provides for an opportunity to lease a unit only. The lottery rankings do not provide the order in which applicants select a unit. Initial applicants will be provided with a timeframe to contact the Leasing Office to complete their screening. If an applicant does not contact the Leasing Office within the time frame provided, then they may lose the opportunity to lease and we will move onto the next applicant on the lottery list.

Summary

We hope this helps explain the process by which the units will be distributed. It can be a lengthy and sometimes complicated process. We greatly appreciate your participation and wish you the best of luck in the lottery process.



Unit Availability

Unit #	Bedroom Size	Sq. Ft.
203	1	735
207	2	1071
218	1	702
303	1	735
307	2	1071
318	1	702
403	1	735
407H	2	1071
418	1	702

H = Handicap accessible

PROJECT AMENITIES

1st Floor

Bike Racks

Storage

5th Floor

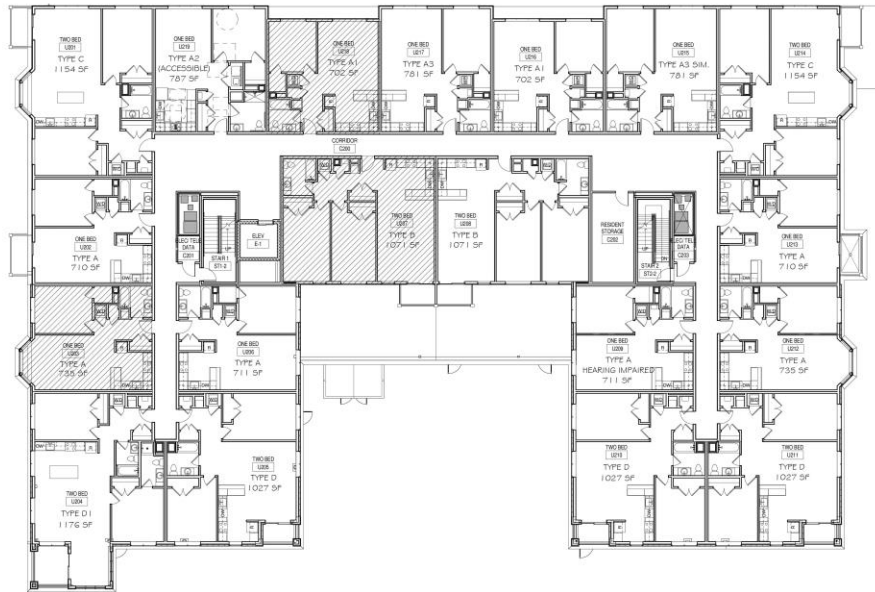
Gym

Club Gathering Room w/

Adjoining Patio Area

Roof Deck





① Affordable Unit Plan - Level 2
1/8" = 1'-0"



AFFORDABLE UNIT CALCULATIONS

Standard	Number of Units
Affordable Housing Requirement	8.8% (2000-12-8)
Market Rate Units	82

☒ Affordable Units

DEVELOPER SUMMARY

FLOOR 1	20,382 GSF
GARAGE	11,877
RETAIL	146
OTHER	1,124
FLOOR 2	18,945 GSF
FLOOR 3	18,945 GSF
FLOOR 4	18,945 GSF
FLOOR 5	18,945 GSF
TOTAL	87,099 GSF

UNIT SUMMARY

UNIT	ONE BED	TWO BED	THREE BED	TOTAL
FLOOR 2	15	15	15	45
FLOOR 3	15	15	15	45
FLOOR 4	15	15	15	45
FLOOR 5	15	15	15	45
TOTAL	60	60	60	180

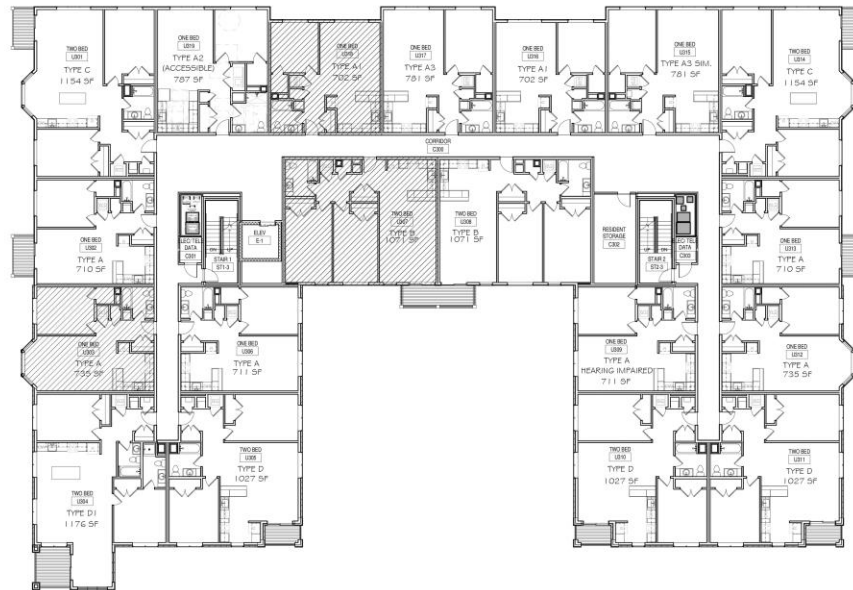
WINDOWOVER- 131 RANTOUL STREET
Siemasko + Verbridge

Second Floor Affordable Unit Plan

Project Name: Windowover- 131 Rantoul Street
Project Address: 131 Rantoul Street, Chicago, IL 60607
Project Type: Affordable Housing
Project Status: In Progress
Project Manager: [Name]
Project Engineer: [Name]
Project Architect: [Name]
Project Designer: [Name]
Project Consultant: [Name]
Project Contractor: [Name]
Project Subcontractor: [Name]
Project Supplier: [Name]
Project Vendor: [Name]
Project Fabricator: [Name]
Project Installer: [Name]
Project Maintainer: [Name]
Project Operator: [Name]
Project User: [Name]
Project Owner: [Name]
Project Sponsor: [Name]
Project Funder: [Name]
Project Lender: [Name]
Project Insurer: [Name]
Project Regulator: [Name]
Project Approver: [Name]
Project Approver Title: [Title]
Project Approver Date: [Date]
Project Approver Signature: [Signature]
Project Approver Stamp: [Stamp]

A 1.02





① Affordable Unit Plan - Level 3
1" = 1'-0"



AFFORDABLE UNIT CALCULATIONS

Section:	Number of Units:
Affordable Housing Requirement:	1.00 Percent to 6
Market Rate Units:	63

☒ Affordable Units

GRAND TOTAL SUMMARY

FLOOR 1:	31,300 SQF
GARAGE:	11,077
MECH:	146
OTHER:	1,104
FLOOR 2:	18,940 SQF
FLOOR 3:	18,940 SQF
FLOOR 4:	18,940 SQF
FLOOR 5:	18,940 SQF
TOTAL:	87,038 SQF

UNIT SUMMARY

UNIT	NO. OF	SQ. FT.	TOTAL
FLOOR 1	10	10,000	10,000
FLOOR 2	10	10,000	10,000
FLOOR 3	10	10,000	10,000
FLOOR 4	10	10,000	10,000
FLOOR 5	10	10,000	10,000
TOTAL	40	40,000	40,000

WINDOVER-131 RANTOUL STREET
Siemasko + Verbridge

Third Floor Affordable Unit Plan

Architect: Siemasko + Verbridge
Date: 10/11/11
Scale: 1" = 1'-0"

Project No: 11-001
Sheet No: 11-001-03
Title: Third Floor Affordable Unit Plan

A 1.03





your resource for Affordable Housing



Flats at 131

LOTTERY APPLICATION

Application Deadline: May 19, 2017

For Office Use Only:

Date Appl. Rcvd: _____

Household Size: _____

Lottery Code: _____

Local: Yes/No

PERSONAL INFORMATION:

Date: _____

Name: _____

Address: _____ Town: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____ Cell: _____

Email: _____ Have you ever owned a home? ____ If so, when did you sell it? ____

Do you have a Section 8 or other housing voucher (the units are **NOT** subsidized or income based): ____ Yes ____ No

Bedroom Size: ____ One Bedroom; ____ Two Bedroom

Do you require a wheelchair accessible unit: ____ Yes ____ No

Are you disabled: ____ Yes ____ No

FINANCIAL WORKSHEET: (Include all Household Income, which includes gross wages, retirement income (if drawing on it for income), business income, veterans' benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplemental second income and dividend income.)

Applicants Monthly Base Income (Gross) _____

Other Income, specify _____

Co-Applicants Monthly Base Income (Gross) _____

Other Income, specify _____

TOTAL MONTHLY INCOME:

Household Assets: (This is a partial list of required assets. Complete all that apply with current account balances)

Checking (avg balance for 6 months) _____

Savings _____

Debit Card _____

Stocks, Bonds, Treasury Bills, CD or _____

Money Market Accounts and Mutual Funds _____

Individual Retirement, 401K and Keogh accounts _____

Retirement or Pension Funds (amt you can w/d w/o penalty) _____



Revocable trusts _____
 Equity in rental property or other capital investments _____
 Cash value of whole life or universal life insurance policies _____
TOTAL ASSETS _____

EMPLOYMENT STATUS: (include for all working household members. Attach separate sheet, if necessary.)

Employer: _____
 Street Address: _____
 City/State/Zip: _____
 Date of Hire (Approximate): _____
 Annual Wage - Base: _____
 Additional: _____ (Bonus, Commission, Overtime, etc.)

ABOUT YOUR HOUSEHOLD: (OPTIONAL)

You are requested to fill out the following section in order to assist us in fulfilling affirmative action requirements. Please be advised that you should fill this out based upon family members that will be living in the apartment/unit. Please check the appropriate categories:

	Applicant	Co-Applicant	(#) of Dependents
Non-Minority	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
Native American or Alaskan Native	_____	_____	_____
Native Hawaiian or Pacific Islander	_____	_____	_____

The total household size is _____ (This is very important to determine the maximum allowable income for your household.)

Household Composition (including applicant(s))

Name _____	Relationship _____	Age _____
Name _____	Relationship _____	Age _____
Name _____	Relationship _____	Age _____
Name _____	Relationship _____	Age _____

SIGNATURES:

The undersigned warrants and represents that all statements herein are true. It is understood that the sole use of this application is to establish the preliminary requirements for placement into a lottery to have an opportunity to lease an affordable unit at Flats at 131. I (we) understand if selected all information provided shall be verified for accuracy at the time of lease.

Signature _____ Date: _____
 Applicant(s)

Signature _____ Date: _____
 Co-Applicant(s)

**Return with signed Affidavit & Disclosure Form, complete financial documentation and
 Release of Information by mail to:**

MCO Housing Services, P.O. Box 372, Harvard, MA 01451

Drop Off: 206 Ayer Road, Harvard, MA/email: lotteryinfo@mcohousingservices.com



Flats at 131

Affidavit & Disclosure Form

I/We understand and agree to the following conditions and guidelines regarding the distribution of the affordable units at Flats at 131 through the Mass Department of Housing and Community Development in Beverly, MA:

1. The gross annual household income for my family does not exceed the allowable limits as follows:

Household Size	1	2	3	4
Max Allowable Income	\$51,150	\$58,450	\$65,750	\$73,050

Income from all family members must be included.

2. I/We understand the calculation of income will include the higher of actual income from assets (if over \$5,000) or an imputation of .06% of the value of total household assets which is added to a household's income in determining eligibility.
3. The household size listed on the application form includes only and all the people that will be living in the residence.
4. I/We certify all data supplied on the application is true and accurate to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that providing false information will result in disqualification from further consideration.
5. I/We understand that by being selected in the lottery does not guarantee that I/we will be able to lease a unit. I/We understand that all application data will be verified and additional financial information may be required, verified and reviewed in detail prior to leasing a unit. I/We also understand that the Project's Owner will also perform its own screening to determine our eligibility to lease.
6. I/We understand that if selected I/we will be offered a unit. I/We will have the option to accept the available unit, or to reject the available unit. If I/we reject the available unit I/we will move to the bottom of the waiting list and will likely not have another opportunity to lease an affordable unit at Flats at 131.
7. Program requirements are established by DHCD and are enforced by DHCD. I/We agree to be bound by whatever program changes that may be imposed at any time throughout the process. If any program conflicts arise, I/we agree that any determination made by DHCD is final.
8. I/We certify that no member of our family has a financial interest in Flats at 131.
9. I/We understand there may be differences between the market and affordable units and accept those differences.
10. I/We understand if my/our total income exceeds 140% of the maximum allowable income at the time of annual eligibility determination, after the end of my then current lease term I will no longer be eligible for the affordable rent.
11. I/We understand if we have submitted an incomplete application we will not be included in the lottery and will be notified after the application deadline.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available units at Flats at 131. I/We am qualified based upon the program guidelines and agree to comply with applicable regulations.

Applicant

Co-Applicant

Date



**Required Income Verification Documents
TO BE RETURNED WITH APPLICATION**

Provide one copy of all applicable information. Incomplete applications will not be included in the lottery and you will be notified after the application deadline. If you have any questions please call, 978-456-8388. You can schedule an appointment to drop off your application and a review for completeness and eligibility will be conducted.

Please initial each that are applicable and write N/A if not applicable and return this sheet with your application.

1. _____ Provide copy of Section 8 or other housing voucher, if applicable
2. _____ Federal Tax Returns –2016 – NO STATE TAX RETURNS
3. _____ W2 and/or 1099-R Forms: 2016
4. _____ Five (5) **consecutive** pay stubs ending within one month of lottery application for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received. Same for disability compensation, worker's compensation and/or severance pay. If your pay is deposited onto a debit card provide last statement.
5. _____ Full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts. Provide copy of SS letter or other documents stating monthly.
6. _____ Child support and alimony: court document indicating the payment amount or current DOR Child Enforcement report.
7. _____ Interest, dividends and other net income of any kind from real or personal property.
8. Asset Statement(s): provide **current** statements of all that apply, unless otherwise noted:
 - _____ Checking accounts – **SIX (6)** months of statements – EVERY PAGE – FRONT AND BACK. If you have non-payroll deposits in your checking account, you MUST identify each deposit and where those funds are from.
 - _____ Pre-paid debit card statements – current statement (This is NOT an ATM card)
 - _____ Saving accounts – current statement
 - _____ Revocable trusts
 - _____ Equity in rental property or other capital investments
 - _____ Investment accounts, including stocks, bonds, Treasury Bills, Certificates of Deposit, Mutual Funds and Money Market Accounts including all individual retirement accounts, 401K, Keogh accounts and Retirement and Pension funds. – current statements
 - _____ Cash value of Whole Life or Universal Life Insurance Policy.
 - _____ Personal Property held as an investment
 - _____ Lump-sum receipts or one-time receipts
9. _____ Proof of student status for dependent household members over age of 18 and full-time students. i.e. letter from college stating student status – full/part time, letter from high school, etc.
10. _____ A household may count an unborn child as a household member. The household must submit proof of pregnancy with the application.



11. ____ If the applicant is in the process of a divorce or separation, the applicant must provide legal proof that the divorce or separation has begun or has been finalized, as set forth in the application.

12. ____ If you are self-employed you MUST provide a detail expense and income statement for the previous 12 months and six (6) months of business checking and savings accounts.

We have included all the applicable documents as stated above. We understand if an incomplete application is submitted then we will not be included in the lottery.

Applicants Signature

DATE

Co-Applicants Signature

DATE

Return the following to:

MCO Housing Services
P.O. Box 372
Harvard, MA 01451
Drop: 206 Ayer Road, Harvard, MA
Email: lotteryinfo@mcohousingservices.com

Lottery Application – 2 pages
Affidavit and Disclosure Form – 1 page
Signed Required Income Verification Document Page – 2 page
Release of Information Authorization Form – 1 page
All Your Applicable Financials Documents

All documents must be signed and dated.



Flats at 131
Beverly, MA

Release of Information Authorization Form

Date: _____

I/We hereby authorize MCO Housing Services, Flats at 131 Leasing Office, Flats at 131 LLC, or any of its assignees to verify any and all income, assets and other financial information, to verify any and all household, resident location and workplace information and directs any employer, landlord or financial institution to release any information to MCO Housing Services, Flats at 131 Leasing Office, Flats at 131 LLC, or any of its assignees and consequently the Projects Administrator, for the purpose of determining income eligibility for Flats at 131.

A photocopy of this authorization with my signature may be deemed to be used as a duplicate original.

Applicant Name (Please Print)

Applicant Name (Please Print)

Applicant Signature

Applicant Signature

Mailing Address

Return to:

MCO Housing Services, P.O. Box 372, Harvard, MA 01451

